



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



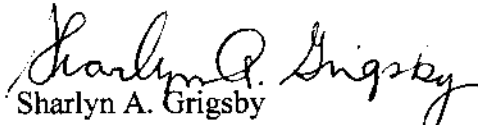
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PERSONNEL BULLETIN NO. 07-12

SUBJECT: Exceptions to Performance Appraisal Review Procedures

1. **Policy.** This bulletin provides exceptions to the Department of the Interior's policy on performance ratings as established in 370 DM 430 and the corresponding handbook. Specifically, the established policy requires a supervisor to receive concurrence by the reviewing official (second-level supervisor) before communicating a rating of exceptional to an employee. An exemption to this requirement is hereby granted to the following positions: Secretary of the Interior, Deputy Secretary of the Interior, Solicitor, Assistant Secretaries, Bureau/Equivalent Office Directors, DOI Chief of Staff, Associate Deputy Secretary, Assistant Deputy Secretary, and Deputy Assistant Secretaries.

4. **Point of Contact.** The Departmental point of contact on this policy is Nancy Miller, 202-208-6754, or by e-mail at Nancy_Miller@ios.doi.gov


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